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- b. They are materials for which the City of San Rafael does not hold the copyright or have permission to publish.

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# TRAINING UNIT - COURSE CHECK LIST

Course: SRT Update  
 Students: SRT Team \* see next pages Dates: May 29-31, 2002  
 Training Request sent: 5/2/02 By: U Pionbo Distributed: 05/15/02

## REGISTRATION & EXPENSE CHECK REQUESTS

# of Spaces reserved: \_\_\_\_\_ on: \_\_\_\_\_ Phone [ ] Mail [ ] Email [ ] Fax [ ]

Confirmation received on: \_\_\_\_\_ Phone [ ] Mail [ ] Email [ ] Fax [ ]

Pre-pay Registration: yes / (no) Credit Card charged / date: \_\_\_\_\_

<sup>Hotel</sup> Registration Check requested on: 05/02/02 Received: 05/16/02 #: 205824

Expense Check requested on: 05/02/02 Received: 05/16/02 #: numerous

## TRANSPORTATION

Airline [ ] Rental Car [ ] Airporter [ ] P.D. Car [X] Personal Car [X]

Airline: \_\_\_\_\_ Reservation #: \_\_\_\_\_

Rental Car Co: \_\_\_\_\_ Rate: \_\_\_\_\_ Reservation #: \_\_\_\_\_

## HOTEL RESERVATION

Hotel: Embassy Suites Phone #: (831) 393-1115

Check-In date: May 29 Check-Out date: May 31 Rate: \$ 105.32 <sup>x 7 rooms</sup> <sup>x 2 nights</sup>

Reserved on: 01/24/02 #: 81931783 Cancelled on: \_\_\_\_\_ #: \_\_\_\_\_

(before course)

## STUDENT PACKET

(upon return)

- [X] expense check
- [-] Travel Instructions
- [-] Travel Information
- [-] airline tickets / rental car info
- [-] hotel info & maps
- [-] course flyer / confirmation
- [X] expense statement
- [-] evaluation form
- [X] POST TRR Form

- [ ] certificate copy
- [ ] expense statement & receipts
- [ ] evaluation form

Reimbursement due? \_\_\_\_\_

City / Student

packet given on: 05/21/02

## MISCELLANEOUS NOTES

POST Plan 4  
 CCN # 4100-23011

[REDACTED]



**Rita Mayer**

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**From:** John Rohrbacher  
**Sent:** Tuesday, April 30, 2002 9:20 AM  
**To:** Mike Keller; JJ Nunez  
**Cc:** Mark Piombo; Rita Mayer  
**Subject:** Fort Ord SWAT training

Mike and JJ:

We should probably get the training requests circulating for approval for all of us attending the training and get our check requests made now. The training requests do not have to be separate by individual but should be by common denominator work units like night shift, day shift, investigations, training, etc.

I do not know if Mark or Rita will be working on this. The two of you decide but the sooner the better or it will be too late to get expense checks in time. It might be best to handle this just like we have done before; one check for the hotel and individual checks for each trainee. We are doubling up on our rooms to cut down on costs. After we circulate our training requests and get approvals, let's review the total number of trainees and instructors to make sure we have the right amount of rooms reserved.

JR



**Rita Mayer**

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**From:** Mark Piombo  
**Sent:** Wednesday, May 01, 2002 8:09  
**To:** Rita Mayer; JJ Nunez  
**Subject:** Fort Ord Monterey

**Importance:** High

✓ I have filled out four separate training request sheets. Three of them are to be routed to days, nights and investigations. The fourth training request is me. I have made mine separate of the rest because mine has the hotel on it and mine should be routed to the Investigations Cpt.

✓ I called Novato P.D. and learned that the training is POST plan IV. I did not itemize the POST reimbursements on the forms because I forgot how the \$124.00 a day is split between meals and lodging. Rita could you finish that part of the form and then it will be done and you can start the check process.

✓ I have taken care of the hotel reservations with the Embassy. The confirmation # is 81931783 if you need it. I have six rooms with double beds. I need a seventh room because at the time these reservations were made in January, 12 people were going and now there are 13. I will take care of reserving the seventh room. We have a government rate of \$105.32 and that includes tax.

✓ Captain Boyd and Rohrbacher are not around so these can not be signed tonight. We can get the LT. and Cpt. to sign them on Wednesday. I will hand deliver the night shift training request. Rita can you have the day shift and investigations training request signed by the Cpt. and Lt. I will not be around until later in the day.

✓ The three of use that are leaving on Monday for Fort San Louis ~~do not need checks.~~ We will use the credit card for the room and ~~we will fill out a petty cash form when we return.~~ That is the only way it can be done because we are not going there for training. It is a separate trip that does not involve POST or Fort Ord.

Nextel me if there are any questions or if I screwed something up. I left the forms on my desk.

Thanks, Mark

5/2/02

